



Good Works Indiana

A Blueprint for Community Renewal

goodworks
indiana

**“All great communities start with
Good Works”**

Office of Faith-Based and
Community Initiatives





Good Works Indiana

Good Works Indiana is a model for cities and towns that mobilizes the full energy of government to support the community-building work of value-shaping institutions:

**Churches, Neighborhood Associations,
Community-Based Agencies**

Who are uniquely designed to support families, provide activities for children, and enhance community renewal.



Good Works Indiana

Good Works Guiding Principles

- ☐ Local pains are best healed with local hands.
- ☐ Sustainability is best achieved through community capacity-building.
- ☐ There is always a solution to a problem.
- ☐ A disaster is not the time to hand out business cards.



GOOD WORKS INDIANA

Mission

Indiana enjoys a rich tradition of Hoosiers working together for the common good. In that spirit, the mission of the OFBCI is to: convene individuals, governments, nonprofits, businesses, faith-based organizations, and philanthropies in recognizing shared concerns and acting as partners to solve public problems and create public value; leverage public and private resources to seed and sustain innovative and high quality local initiatives; highlight the good works of Hoosiers and their communities as best practices.

CONVENE

Indiana Commission on
Community Service and
Volunteerism

Governor's Conference on
Service and Volunteerism

Indiana Faith-Based Advisory
Council

Governor's Faith-Based
Luncheon

LEVERAGE

AmeriCorps® State

Strengthening Families
Micro-Grants

Indiana Access To Recovery

Non-profit Capacity Building
Toolkit

Disaster Preparedness

Prisoner Re-entry Initiative

HIGHLIGHT

Good Works Indiana Blog
www.goodworksindiana.blogspot.com

Good Works Indiana Tour

Good Works Indiana
Recognition Awards

Friday Night Facts newsletter

Vision

Strong, viable communities result from actively engaged citizens and institutions.



Key Objectives for the Indiana Faith-Based Advisory Council

- 1) Convenes quarterly meetings to hear testimonies from various grassroots faith-based and community based programs from across the state of Indiana.
- 2) Combine the testimonials from community and faith-based groups with the Commission members' observations to create the **Governor's Good Works Indiana (GWIN) Commission Report**.
- 3) Host the Governor's Faith-Based Leaders Luncheon. IFBAC will present the GWIN Commission Report to the Governor at this event and join the Governor in recognizing promising programs.
- 4) Work with the Executive Director to create a statewide faith-based response/recovery network that will work with the OFBCI and Department of Homeland Security in times of disaster.



Good Works Indiana

**“All great communities
start with Good Works”**

Office of Faith-Based and
Community Initiatives



Good Works Indiana

Strengthening Families Fund

❧ 2010 Grant Program ❧

***From the Office of Faith-Based &
Community Initiatives***



IN.gov

NGov
OFBCI
advanced search

About Indiana | Agriculture & Environment | Business & Employment | Education & Training | Family & Health | Law & Justice | Public Safety | Taxes & Finance | Tourism & Transportation



Find an Agency | Find a Person | HELP



- OFBCI Home
- About Us
- AmeriCorps
- Good Works Indiana
- Access to Recovery
- Building Blocks to Sustainability
- Healthy B.A.S.E.
- Volunteer
- Community Training
- 2009 Governor's Conference
- 2009 Governor's Awards
- Contact Us
- Funding Resources

Partners & Initiatives

Sign up to receive e-mail and wireless updates from OFBCI



POINTS OF LIGHT
FOUNDATION
VOLUNTEER CENTER
NATIONAL NETWORK



Indiana
A partnership for prescription assistance

Office of Faith-Based & Community Initiatives



Welcome

Mission: Indiana enjoys a rich tradition of Hoosiers working together for the common good. In that spirit, the mission of the OFBCI is to convene individuals, governments, nonprofits, businesses, faith-based organizations, and philanthropies in recognizing shared concerns and acting as partners to solve public problems and create public value; leverage public and private resources to seed and sustain innovative and high quality local initiatives; highlight the good works of Hoosiers and their communities as best practices.

Would you like your organization to be part of the Good Works Indiana Tour? [Click Here](#)

Latest News and Events



Online Services FIRST IN LINE EVERY TIME

- e-Newsletters
- Event Registration
- Join AmeriCorps
- SHARENetwork.IN.gov
- Volunteer.IN.gov
- Forms.IN.gov

More Online Services
Account Center

Top FAQs

I Want To...

- What is the Office of Faith-Based and Community Initiatives?
- Are there grants available from the government, specifically for faith-based organizations?
- What is AmeriCorps?
- What is a volunteer center?
- How many people in Indiana volunteer?
- What is Body & Soul?
- How can I become a participating congregation of Body & Soul?

More FAQs

Friday Night
FACTS
Click to learn more >



GWIN Purpose

Good Works Indiana seeks to encourage the full energy of the State of Indiana to enhance the community building work of faith-based organizations, neighborhood associations and other value-shaping institutions – the organizations that are uniquely designed to support families, provide activities for children and strengthen community renewal. Grants will be made through the Good Works Indiana Strengthening Families Fund (GWIN-SFF) to support employment related services for low-income families with children. Suggested services can include: Transportation assistance to employed families, after school care to employed families, and employment and training services. Grant recipients agree to adhere to TANF (Temporary Aid to Needy Families) per Federal guidelines.



Key Information

- *Any State of Indiana community-based or faith-based organization is eligible if they provide services to assist low income families in:*
 - *job readiness*
 - *job maintenance*
 - *job enhancement*
- *Grants are Reimbursements from \$5,000 – \$10,000*



Do's

- *Use data in your application*
- *Ask questions*
- *Keep records of client data*
- *Keep narrative information & be ready to tell the story about those you helped*
- *Plan to extend your reach into the community*



Suggested Services

- *Transportation or shuttle services*
- *After school care*
- *Résumé writing workshops*
- *Computer training*
- *Interviewing skills*
- *Employment training*
- *Reentry transition skills*



Don'ts

(GWIN-SF Grants will NOT be awarded for the following)

- * Funds used as debt relief*
- * Medical assistance of any kind*
- * Incomplete/Inaccurate applications*
- * Strictly social events*
- * Physical improvements to property*
- * Administrative costs exclusively*
- * Individuals applying or having a direct benefit*
- * Salary reimbursements over 25% of total funds (\$2,500 of a \$10,000 request)*

**Note: OFBCI accepts one proposal per organization per cycle.
OFBCI awards one grant per year per organization.**



Don'ts

(GWIN-SF Grants will NOT be awarded for the following)

- * Applications non-compliant with Federal TANF guidelines*
- * Funds that have no direct impact (i.e. funding part of \$3 million project*
- * Cash assistance of any kind - cash, payments, vouchers, or any other form of payment designed to meet a family's on-going basic needs (i.e. for food, clothing, shelter utilities, household goods, personal care needs and general incidental expenses)*
- * Programs or activities without logical or direct employment support for low income families*

**Note: OFBCI accepts one proposal per organization per cycle.
OFBCI awards one grant per year per organization.**



About TANF Guidelines

- *A client receiving state aid is TANF eligible*
- *Designed to promote employment using:*
 - *transportation*
 - *child care*
 - *training*
- *For individuals with dependent(s)*
- **PROHIBITED SERVICES**
 - *Medical assistance or cash assistance of any kind*
 - *No vouchers, checks, or any other form of payment*



Please Note

- *OFBCI will need to adhere to guidelines*
- *We need everyone to adhere to the guidelines as well*
- **OFBCI reserves the right to withhold funds from unapproved activity**
 - *Ex: Unapproved salary expenses*



Application Deadlines

March 30 / May 30 / July 30

****Applications must be **postmarked** by these dates! Incomplete applications will not be considered.***

Awards Granted:

April / May / August



INSTRUCTIONS

Please read the application very carefully. You must respond to ALL items on the application. Incomplete applications will not be accepted. In addition to the information requested, please provide brochures, pamphlets, media articles or other materials describing your organization or program. Letters of support from collaborating agency and community leaders also will be accepted.

I. BACKGROUND INFORMATION

Name of Organization: _____

Contact Person/Title: _____

Address: _____ **City** _____ **State** _____

Zip: _____ **County** _____ **Telephone:** _____

E-MAIL: _____ **Website:** _____

For informational purposes:

- Is your organization a recipient of an AmeriCorps*State grant? _____
Is your organization a recipient of an Access to Recovery (ATR) grant? _____



FOR THE FOLLOWING QUESTIONS ON PROGRAMMATIC DESIGN, PLEASE ANSWER ON ADDITIONAL PAPER:

QUESTION 1: Please clearly describe your organization's mission, vision, and objectives.

QUESTION 2: How would a \$5,000-\$10,000 micro-grant assist your agency's ability to provide services to TANF eligible families? *(Please be as detailed as necessary and include tangible fund leveraging capabilities – the resources you bring to the table, monetarily, in-kind, and in collaborative support).*

QUESTION 3: How many additional families *(as both a percentage and actual numbers)* would be served as a result of this micro-grant?

QUESTION 4: How would you sustain your program/program expansion after an initial micro-grant funding? *(Please be provide a plan)*

QUESTION 5: Please describe your measureable outcomes and plan of evaluation.

BUDGET FORMAT:

Item	Funds from Grantee	GWIN-SF Grant	Other Support	Total
<i>Ex. Resume Help (books)</i>	\$ 100.00 +	\$ 150.00 +	\$ 50.00 (donor) =	\$ 300.00
	\$ +	\$ +	\$ =	\$
	\$ +	\$ +	\$ =	\$
	\$ +	\$ +	\$ =	\$
	\$ +	\$ +	\$ =	\$
	\$ +	\$ +	\$ =	\$
Totals	\$ +	\$ +	\$ =	\$

BUDGET JUSTIFICATION FORMAT:

Line Item	Justification of requested dollars (break down quantity/cost)
<i>Resume Improvement 101</i>	<i>(Books) Reusable for resume workshops, Qty: 30 at \$10/each</i>

Total Project Cost: _____

Amount Requested: _____

SIGNATURE: _____

NOTE: Here is where you should be sure to use blue ink!





PREPARING AN EFFECTIVE BUDGET

A presentation by the

OFFICE *of* FAITH-BASED *and*
COMMUNITY INITIATIVES





BUDGETING FOR ACCOUNTABILITY

Preparing the grant budget is an important part of the overall grant application process. Grant budgets are a requirement of the grant application and will eventually be the guideline for calculating **allowable grant expenses**.



QUESTIONS TO CONSIDER

- Does my organization have the capacity to manage a federal grant?
- Does my organization have the requisite matching funds (in-kind and cash)? If no, are resources available in my community to support this grant?
- Is my organization comprised of staff who possess the expertise to manage the fiscal aspects of this grant?



1. Regulatory Requirements.
2. Written Policies and Procedures.
3. Documentation of Expenses.
4. Managing Cash.
5. Efficient Accounting System.



6. Budget Controls.
7. Time and Activity Documentation.
8. Matching Requirements and In-Kind Contributions.
9. Reporting.
10. Internal Controls.



THE BUDGET IS A REFLECTION OF YOUR ORGANIZATION.

It is critical when creating a grant budget that it be consistent with the overall organization and its operational costs. The budget is an integral part of an organization's sound financial management practice.

Proposed expenditures should be **REASONABLE** and **NECESSARY**.



FINALLY, THE PROJECT BUDGET SHOULD BE:

REALISTIC

A realistic budget reflects expected program revenues and expenses. Understand the strengths and weaknesses of your organization and its capacity to carry out program activities. Also, be sure the budget is uniquely tailored to the program and its regulations, and not just a copy of another grant program's budget.

CONSISTENT

The budget must be consistent and aligned with organizational goals and objectives. Given the limited resources of most organizations, each dollar the organization spends must impact specific program and organizational outcomes.

FLEXIBLE

A budget must also be flexible. An organization's financial and operating circumstances can often change. Most organizations must have a budget that can absorb lower than expected revenue and higher than expected program costs. Think of budgeting as not just an annual process, but an ongoing review of activities and actual cost monitoring as well. This way, shortfalls or unexpected costs can be addressed proactively.



Good Works Indiana Strengthening Families Grant (GWIN-SF) Application Checklist

Submit **ONE MASTER COPY** of your proposal including prerequisite items 1- 8 **in the order listed**. Feel free to check off items provided below. **Please staple this itemized checklist to the top of the master copy.**

APPLICATION PREREQUISITES:

1. ____ Completed Background Information
2. ____ Board list with names and addresses of officers
3. ____ Articles of Incorporation and/or By-Laws
4. ____ Secretary of State or IRS ruling of tax exemption
5. ____ State Vendor Information Form (SF-53788)
6. ____ Schedule of Implementation / Program Timeline
7. ____ **Detailed** budget of the described program
 - a. ____ **MUST BE SIGNED WITH BLUE INK** (An original signature – no photocopies)
8. ____ Bids/quotes/estimates that substantiate your proposed budget
9. ____ Answers to all five “QUESTIONS ON PROGRAMMATIC DESIGN”
10. ____ At least one **letter of endorsement or document substantiating programs** (i.e. letter from a collaborating partner, neighborhood association, local congregation, local business, news article, etc.)



Obligations as a Grantee

- *Make sure your organization is registered with the Secretary of State's office*
- *Complete State Vendor Application*
- *Complete Grant Agreement*
- *Data Reporting*
- *File Reports*

About
IndianaAgriculture &
EnvironmentBusiness &
EmploymentEducation &
TrainingFamily &
HealthLaw &
JusticePublic
SafetyTaxes &
FinanceTourism &
Transportation

Find an Agency Find a Person HELP



OFBCI Home

About Us

AmeriCorps

Good Works Indiana

Access to Recovery

Building Blocks to Sustainability

Healthy B.A.S.E.

Volunteer

Community Training

2009 Governor's Conference

2009 Governor's Awards

Contact Us

Funding Resources

Partners & Initiatives

Sign up to receive
e-mail and wireless
updates from OFBCIPOINTS
OF LIGHT
FOUNDATION
&
VOLUNTEER CENTER
NATIONAL NETWORKA partnership
for prescription
assistanceOffice of Faith-Based &
Community Initiatives

OFBCI > Good Works Indiana > Grantee Resources

Grantee Resources

[Client Data Survey](#)[TANF Guidelines](#)[TANF Eligibility Checklist](#)[General Advice & Instructions for Reporting](#)[Expected Grantee Timeline - GWIN-SF Order of Events](#)[Client Data Survey \(Word Document\)](#)[Vendor Information \(State Form 53788\)](#)[Preparing a Reimbursement Report - Timelines, Benchmarks, and more](#)[Request for Funds / Invoice for Reimbursement \(REVISED 2/2010\)](#)[Example Copy of Request for Funds \(REVISED 2/2010\)](#)[Instructions Corresponding with Example Copy of Request for Funds](#)

Updated 02/2010

Online Services
FIRST IN LINE EVERY TIME

- ◆ e-Newsletters
- ◆ Event Registration
- ◆ Join AmeriCorps
- ◆ SHARENetwork.IN.gov
- ◆ volunteer.IN.gov
- ◆ Forms.IN.gov

More Online Services »
Account Center »

Top FAQs

I Want To...

1. What is the Office of Faith-Based and Community Initiatives?
2. Are there grants available from the government specifically for faith-based organizations?
3. What is AmeriCorps?
4. What is a volunteer center?
5. How many people in Indiana volunteer?
6. What is Body & Soul?
7. How can I become a participating congregation of Body & Soul?

More FAQs »

Friday Night
FACTS
Click to learn more. >



STATE FORM 53788

Reset Form



Vendor Information

State Form 53788 (12-08)
Approved by Auditor of State, 2008
Approved by State Board of Accounts, 2008

Name and telephone number of the Person who completed this document must be provided.

Name: _____
Daytime Telephone Number: _____

Send completed form to Auditor of State, 240 Statehouse, 200 W. Washington St., Indianapolis, IN 46204 or fax to (317) 234-1916

Print or Type

Legal Name (OWNER OF THE EIN OR SSN AS NAME APPEARS ON YOUR TAX RETURN. DO NOT ENTER THE BUSINESS NAME OF A SOLE PROPRIETORSHIP ON THIS LINE.) _____

Trade Name (Doing Business as Name D/B/A) (Complete only if payment is to be made payable to the DBA name) _____

Remit Address _____

Purchase Order Address - Optional _____

Enter 9-digit Taxpayer Identification Number (TIN) of the legal name:
(SSN=Social Security Number, EIN=Employer Identification Number)

(Individual's SSN) _____ - _____ - _____ or EIN _____ - _____

Check legal entity type (A box must be checked in this section. Check only one box.)

☐ Individual ☐ Sole Proprietorship ☐ Partnership

☐ Estate / Trust Note: Show above, the name and number of the legal trust, or estate, not personal representatives

☐ Other [Limited Liability Company (LLC) (attach IRS Form 8832 if applicable), Joint Venture, Club, etc.]

☐ Corporation Do you provide legal or medical services? ☐ Yes ☐ No

☐ Government (or Government operated entity)

☐ Organization Exempt from Tax under Section 501(a)

One box must be checked ☐ I am a U.S. Person (including a U.S. resident alien) ☐ I am not a U.S. Person (a W-8 must be filed with the Auditor of State)

☐ Add Deposit ☐ Change Deposit Indiana law (I.C. 4-13-2-14.8) requires that YOU receive PAYMENT(S) by means of electronic transfer of funds.

SECTION 1: AUTHORIZATION

According to Indiana law, your signature below authorizes the transfer of electronic funds under the following terms:

Account Holder's Name: _____ Account Number: _____

Type of Account: ☐ Checking (Demand) ☐ Savings

SECTION 2: FINANCIAL INSTITUTION'S APPROVAL (Attach a voided check or have your financial institution complete this section)

The financial institution identified below agrees to accept automated deposits under the terms set forth herein:

Name of Financial Institution: _____

Telephone: (____) _____

Address: _____

Number and Street, and/or P.O. Box No. _____ Financial Institution's Authorized Signature _____

City, State, and Zip Code (00000-0000) _____ Title _____

ABA Transit-Routing Number _____ Date _____, 20____

SECTION 3: ELECTRONIC NOTIFICATION OF ELECTRONIC FUND TRANSFER (EFT) DEPOSITS

(Complete this section only if you are requesting electronic notification. You may provide up to four email addresses.)

I hereby request that all future notices of EFT deposits to the bank account specified above be sent to the following email addresses:

I agree to the provisions contained on the reverse side of this form.

NAME (Print or Type) _____ TITLE _____

AUTHORIZED SIGNATURE _____ DATE _____ PHONE _____



Mandatory Data Reporting

- *This data is required by federal law*
- *Electronic is better*
- *Reporting this data is basic information*
- *Collecting data is good for your Organization*
- *May submit data collection on paper if electronic reporting is not possible*



OFBCI Home

[About Us](#)[AmeriCorps](#)[Calendar](#)[Funding Opportunities](#)[Resources for Faith-Based & Community Organizations](#)[Volunteer](#)[Contact Us](#)[2009 Governor's Conference](#)[2009 Governor's Awards](#)

Partners & Initiatives

 Sign up to receive
 e-mail and wireless
 updates from OFBCI


Give. Receive. Mentor.



POINTS



Indiana

Office of Faith-Based & Community Initiatives

[OFBCI](#) > [Contact Us](#) > GWIN-SFF Client Data Survey

GWIN-SFF Client Data Survey

*Mandatory

*Reporting Grantee (City or Town / Organization Name):

Reporting Sub-Grantee (Applicable to Cities & Towns):

*Last Name:

*First Name:

*Middle Initial:

*Address:

*City:

*State:

*Zip Code:

Online Services
FIRST IN LINE EVERY TIME

- e-Newsletters
- Event Registration
- Join AmeriCorps
- SHARENetwork.IN.gov
- volunteer.IN.gov

More Online Services »

[Subscriber Center »](#)

Top FAQs

I Want To...

1. What is the Office of Faith-Based and Community Initiatives?
2. Are there grants available from the government specifically for faith-based organizations?
3. What is AmeriCorps?
4. What is a volunteer center?
5. How many people in Indiana volunteer?
6. What is Body & Soul?
7. How can I become a participating congregation of Body & Soul?

More FAQs »

 Friday Night
FACTS
 Click to learn more. >



Self-Reporting Data

- *Demographics*
- *Marketing Data*
- *Good for your Org!*
- *Not mandatory, but very important*
- *Some extra info is better than none*

Self-Reporting Data
(help us improve our outreach!)

Age:

Marital Status:

☐ Single ☐ Married ☐ Divorced/Widowed

Sex:

☐ Female ☐ Male

Female Head of Household:

☐ Yes ☐ No

Number of Children and Ages

Race/Ethnicity:

☐ Hispanic/Latino ☐ Asian ☐ Black/African American
☐ Native Hawaiian/Pacific Islander ☐ White/Caucasian

Highest Education Level Completed:

College: ☐ Associates Degree ☐ Bachelors Degree ☐ Additional

High School: ☐ Some High School ☐ G.E.D. ☐ Diploma

Profession:

Household Income Range:

☐ \$0-10,000 ☐ \$10,001-20,000 ☐ \$20,001-30,000 ☐ \$30,001-40,000
☐ \$40,001-50,000 ☐ \$50,001-60,000 ☐ \$60,000+

*Client Narrative: How the GWIN-SF grant made a difference



Self-Reporting Data

- *1 out of 5 Orgs do not collect data*
- *Essential to internal evaluation*
- *Can be used in marketing*
- *If there are problems or questions about obtaining data, talk with another org, talk with a business or feel free to contact OFBCI*



Reimbursements

- Must fill out necessary paperwork within 9 business days of awardee notification
- **MUST use vendor reimbursement form**
 - **State Form 53788**
 - **Direct Deposit to an account used exclusively for the grant monies**
- May take 35 days from date of report submission



Other Guidelines

- Keep requests between \$5,000 - \$10,000
- Plan collaborations to complement your programming
- Allow this to be a relationship-building and community-building experience
- If you provide a cover letter, attach before programmatic questioning



Other Guidelines continued

- Feel free to provide up to 3 letters of endorsement or substantiating documents
- Plan your program sustainably
- Account for all your leveraging
- Spread the word about the grant



Reimbursement Process

** First Report -> Reimbursement allocation
(please Plan for monthly reports)*

*A **completed** report includes the following:*

- Invoice / Request for Funds*
- Summary of the grant project(s) / Detailing of significant events*
- Related marketing materials / Photos of project activities*



FAQs

Q: Can I turn my application in via email?

*A: Yes, we encourage this for speed of consideration, but we **REQUIRE** a hard copy with signature(s)*

Q: Do I need receipts to get reimbursement, or will a journal do?

*A: You will **ALWAYS** need receipts*



FAQs continued

Q: If we need help to develop capacity, can we partner with another organization?

A: Definitely! Collaboration with neighbors is an important part of community-building

Q: Can I share the application with other organizations that may be interested in applying?

A: Definitely. This is budget-friendly marketing



FAQs continued

Q: Do families have to be enrolled in TANF to help them?

A: No, they just have to be eligible.

Q: Does the grant support programs that help both the unemployed and the underemployed?

A: Yes, as long as they are TANF eligible.



FAQs continued

Q: Does participating in this program prohibit our Org from giving clients items in-kind?

A: *No, feel free to give. By law, this grant may not reimburse for such forms of cash assistance*

Q: Can faith-services be coupled with this grant's application?

A: *Only with separation of time and place.*



Your Questions?



Derek Trovillion

Community Outreach Coordinator

(D) 317-234-4031 * DTrovillion@ofbci.in.gov

302 W Washington St, Rm E012

Indianapolis, IN 46204

<http://twitter.com/INOFBCI>

<http://twitter.com/GoodWorksIN>

<http://goodworksindiana.blogspot.com/>